

POLICIES FOR USE OF MARINE CORPS UNIVERSITY SPACES BY OUTSIDE ORGANIZATIONS

These policies apply to the following spaces. For reservations at the Gray Research Center, contact Ms. Jennifer Sauer at (703) 784-2240 or sauerja@grc.usmcu.edu.

Ellis Hall, Building 2082

Breckinridge Auditorium, Breckinridge Hall, Building 2076

Classrooms 215 & 235, Breckinridge Hall, Building 2076

1. Eligibility and Priority of use. MCU requirements have priority of use for all spaces. When not required for use by MCU organizations, the spaces are available for outside government organizations. Contractors representing government organizations may reserve space, but they must have a government sponsor, and the reservation must be for an official government function (e.g., meeting, conference, training). Reservations cannot be made until 60 days prior an event, unless a specific exception is granted. Typical exceptions might be a Wargaming exercise for Ellis Hall.
2. Reservations. Reservations for all spaces will be made through MCU using the forms available through the MCU web site at <http://www.mcu.usmc.mil>. Click on the Reserve MCU Spaces link on the left to access the Reservations page. Normally within two business days of receiving the request, MCU will inform the requesting organization whether the request is approved or denied. A longer time may be required for large events or those with extraordinary requirement. Blackjack's Crossing (Breckinridge Hall, Room 224) may be reserved by outside groups, but only in conjunction with an event held in Breckinridge Auditorium. Requests for multiple venue reservations are discouraged, but will be considered on a case-by-case basis.
3. Reservation Cancellations. Outside organizations are subject to having reservations modified or cancelled to accommodate academic schedule changes. MCU Headquarters may cancel a reservation at any time; however, reservations will not normally be canceled within three business days prior to the scheduled event. MCU will promptly notify outside organizations when unforeseen conflicts occur and will attempt to accommodate the requirement in alternate MCU spaces, when possible.
4. Normal operating hours. Spaces will normally be available 0800 - 1600 on normal duty days. Exceptions are possible on a case-by-case basis.
5. Parking. All parking around the MCU Breckinridge complex (Ellis, Breckinridge, and Dunlap Halls) is for designated use only. General parking is available in the Gray Research Center parking lot or the MCU overflow lot at the corner of Broadway and Martin Streets (See map below).
6. Facility Maintenance. Use of MCU facilities is a privilege. If a group mistreats the facility or equipment, or fails to clean up after an event, the group may be denied future use. Prior to leaving the facility, the group POC must check in with the MCU Help Desk in Breckinridge Hall, Room 203 for clearance.
7. Technical Support. MCU does not provide conference support or administrative supplies for any activity for non-MCU events, with the exception of audiovisual support for Breckinridge

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Auditorium. Audiovisual support for Ellis Hall is provided by CVIC and must be coordinated by the requesting organization using the contact information on the reservation form. All audiovisual support requirements must be specifically identified at the time the reservations are made. Users are responsible for their event set-up, breakdown, and coordination of any AV support requirements. Presentations to be shown using MCU computers must be provided on a CD-ROM. No flash media is allowed. Most facilities will accommodate a presentation shown from a user-provided laptop. The MCU Helpdesk in Room 203 should be contacted for technical support questions and issues.

8. Distinguished Visitors. General and Flag officers, SES, congressmen, foreign dignitaries, or other personnel who rate distinguished visitor treatment who are expected to be present in the MCU spaces during the event must be identified on the request form. This information is required in order to provide the MCU Protocol Officer with the name, rank, title, date and time of visit as far in advance of the event as possible to ensure proper protocol requirements are observed.

Non-designated parking areas in vicinity of Marine Corps University (designated by P)

